



Standard Operating Procedures: Seat Belt Checkpoints on Company Property

- I. Determine if your company has a seat belt policy for company vehicles, fleet vehicles, or personal vehicles when driving on company property or while conducting company business.
- II. Select a location for the checkpoint. A good choice is near the entrance to employee parking areas before the first shift of the day. Choose a time when the most employees will be entering the facility.
- III. Determine the duration of the checkpoint. If the checkpoint is planned at the beginning of the shift, be aware of the time in order not to make employees late for work. For example, it may be prudent to end the checkpoint 10 minutes prior to the beginning of the shift.
- IV. Determine the number of people needed to coordinate this activity. This will depend on the number of entry points to your company's parking facilities and the duration for the checkpoint.
- V. At the checkpoint you can stop every car, every 3rd car, or every 5th car, etc. If a backup occurs, cars can be allowed to go through without being stopped. It is very important to determine the procedure in advance and train the individuals involved in stopping the cars so the procedure is carried out consistently, making sure that traffic doesn't back up and impede lanes of travel.
- VI. Make sure the checkpoint is conducted in a safe manner. Be highly visible and use signs, traffic cones, and flashlights or hand held reflective devices and reflective/orange vests.
- VII. Decide exactly what data you will be reviewing: belt use by driver only or belt use by the driver and front seat passenger. A shoulder belt placed under the arm or behind the back of the passenger shall be recorded as a non-use.
- VIII. When a car is stopped, hand out flyers or promotional items. Verbally congratulate the drivers and passengers for buckling up. If the driver or passengers are not buckled up, briefly remind them about Delaware law and/or company policy. You may use a tag line, for example "Seat belts save lives. Always buckle up".
- IX. After the checkpoint, review results for corrective action if needed. Results may indicate a need for awareness activities or remedial training about the company's seat belt policy.

Consult your Human Resources and/ or your Legal Department before performing a seat belt checkpoint. The Office of Highway Safety encourages each company to have a written seat belt policy. Having a seat belt policy lets your employees know that you care about their welfare both on and off the clock.

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